

## **NTT Appointment and Performance Checklist**

*Uploaded into Sharepoint as Appointment Materials under Document Type*

IMPORTANT: THE FOLLOWING ITEMS MUST BE UPLOADED AS ONE PDF DOCUMENT AND IN THE ORDER LISTED BELOW. PLEASE ADD A CHECKMARK TO THE ITEMS UPLOADED.

### Completed Checklist

UH initial letter of appointment – For candidates up for mandatory review

Promotion documentation – For candidates who are up for non-mandatory review

Annual performance/probationary reviews for all ranks (since hire date or last promotion date)

3<sup>rd</sup> year review (for candidate's up for mandatory review)

Extension of NTT probationary period letter (if applicable)

Other (if applicable)